UCLA Chicano Studies Research Center

Loaning Materials

The CSRC does not circulate special collection items to the general public. Special Collection items are only loaned to exhibiting institutions pending a Loan Agreement from the borrowing institution outlining the purpose and duration of the loan as well as any special requirements, including transport, handling, and preservation needs. Borrowers must provide insurance and bear all costs of the loan. (For more information, please see the loan agreement.)

The CSRC Library comprises archives, artifacts, rare books, manuscripts, photographs, ephemera, audiovisual materials, digital files, and other rare or unique primary source materials. Furthermore, it includes art collections and prints to holistically document the Chicana/o community and its achievements locally, nationally, and internationally.

Lending Protocol

I. The borrowing institution must provide a loan agreement. The agreement should contain, but is not limited to the following:

- Exhibit title
- Borrower organization/agent
- Exhibition dates
- Loan period

II. The borrowing institution must agree to cite and credit the CSRC by including one of the following options:

- Our naming convention for the loaned items
- Creator, date, and dimensions
- Photo credit
- Artist/creator life dates
- Credit line: [Title of piece], [Title of Collection + Collection number]. Courtesy of UCLA Chicano Studies Research Center.

III. The borrowing institution's responsibilities include:

- Providing insured/approved transit of items (All aspects of transportation and handling, including insurance, costs, and logistics. This is necessary for us to comply with university policies.)
- Clarify and confirm addresses of object location and object destination (i.e., from UCLA /
- CSRC to museum/gallery)
- Providing insurance for the object upon its arrival at the institution
- Detail usage (exhibit framing, reframing, use in catalog, advertising, and promotion)

- Providing a facility report (should include details on environmental control, security, and insurance coverage)

IV. Lender responsibilities include:
- Insurance value documentation as needed
- Any fees, if applicable
- Any licensing instructions as applicable
- Specifications for special handling instructions

V. Documentation of the object(s) borrowed:
- A record of objects to be borrowed must be created
- A spreadsheet/data page of the loan is established
- Photograph object(s) to be removed from the collection
- Thumbnails of the object(s) attached to the data page/spreadsheet, along with the precise archival location of the object (collection name, box, folder)
- Fields for date of removal, date of return
- Once items are removed, “item removed” notes must be placed where they were housed. Each item removal notice should include a thumbnail image of the item and pertinent confirming location information and borrower information.

VI. Finalize and sign the loan agreement

VII. Shipment/ transportation of materials:
- If the materials are being packed and shipped by an approved, specialized shipper, this process must be supervised and signed off on.
- When preparing and packing the materials, all efforts must be made to keep objects safe, secure, and protected.
- Items are often picked up locally for and by local institutions, so we must always make our best efforts to pack materials securely.

VIII. Return of items:
- Upon the return of object(s)
- Each item returned must be checked against the documentation list.
- Archives must be ordered from SRLF for the object(s) to be returned.
- Once archives arrive, replace missing items and remove the “item missing” slip from the collection.